Training Opportunity

Course Title:	**How to Design Newsletters, Brochures, Ads, Catalogs, Reports, Proposals, Presentation Materials**
Date(s)/Time:	**September 1-2, 2004 830am-400pm**
Location:	**Holiday Inn East Event #1402923** **1185 Eastern Boulevard Montgomery, AL**
Tuition:	**$300* (Special rate only when registering thru SC CPOC)**
Vendor:	**National Seminars**
Course Manager:	**Louise Olszewski at Louise.Olszewski@cpocscr.army.mil** **256 842-6670/DSN 788-6670**
Cancellation Policy	**If reservation is cancelled, credit is given for a future seminar or you may substitute another employee.**

Who Should Attend: There's no experience required to attend: If you don't have a background in design, but you use desktop publishing software and want to give a professional polish to everything you create, this workshop is for you! In just two intensive days of training, we'll show you how to make every document you produce more eye-catching, more compelling — and much more effective.

Course Description:

We'll introduce you to the elements of good design, the essential design tools that'll make your job a lot easier, and — most importantly — enable you to grab your readers' attention and entice them to keep reading! You'll learn …

1. Design guidelines for different types of documents, from newsletters to basic Web pages

2. How to create "hot spots" that place added emphasis on what's really important

3. Why white space is so critical — even if you really need that space for text

4. Quick and simple techniques for creating easy-to-read, visually impressive charts

5. The psychology of color — and how to use it most effectively

6. Shortcuts for turning out polished projects when you're in a time crunch

Registration Information: **Registration Deadline: August 27, 2004**

Participants should follow local procedures for securing approval to attend this course. After receiving approval, contact Louise Olszewski at Louise.Olszewski@cpocscr.army.mil   for a space in the course. Your organization's Credit Card Holder should complete and fax the attached payment authorization sheet to Louise Olszewski prior to the course start to enter your name on the course roster.

Additional Information:

*The price quoted in this announcement is only available through the SC CPOC course manager. Employees should fax a copy of training certificate to course manager to receive credit in MDCPDS training record. Fax number is 256 876-3627/DSN 746-3627.

South Central Region Human Resources Development
Payment Authorization Sheet

This document confirms approval of the following individual(s) to attend this training program and authorizes the vendor to charge the listed tuition amount to the attendee's organization. **If multiple employees are attending from the same organization attach a separate sheet listing each additional employee's name, phone number and e-mail address.** Fax completed document(s) to: **256-876-3627 (DSN 746-3627)**. If you have questions, please call Louise Olszewski, 256 842-6670 (DSN 788).

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Employee Name:
Organization:
Installation:
Phone number:
FAX number:
E-Mail Address:

Cardholder Name   _____
Cardholder phone number   _____
(commercial number with area code)

Payment Information   ☐   Please charge the tuition amount to:
            Purchase Card #:

            _____

            Expiration Date _____
        ☐   Please contact the cardholder listed above to obtain purchase card information.

Receipt Information   ☐   I do not require a receipt for this service **OR**

        ☐   Please send receipt to (provide address, fax and/or e-mail):

            E-Mail (Optional)

            _____

            Commercial FAX Number (Optional):
            _____

                SCCPOC HRD V1.4

_____   _____
Signature of purchase card holder   Date